



Small Business Administration

Student Temporary Employment Program (STEP)

Salary Range: Salaries can be viewed at <http://www.opm.gov/oca/10tables/indexGS.asp>

Open Period: April 6 – April 15, 2010

Series & Grade: GS-0303-01/07

Position Information: Full-Time or Part-Time schedules are available.

Duty Locations:

Who May Be Considered: Applications will be accepted from United States citizens and nationals. Students who are at least 16 years of age, pursuing any of the following education programs: High School Diploma or General Equivalence Diploma (GED), Vocational/Technical certificate, Associate, Baccalaureate, Graduate, Professional and Law Degree, and who is enrolled in at least a half-time academic course load, or has done so during the prior semester may be considered.

Job Summary:

The Small Business Administration (SBA) is seeking to hire summer students under the Student Temporary Employment Program (STEP). The STEP provides maximum flexibility to both the student and manager because the nature of the work does not have to be related to the student's academic or career goals. The STEP is designed to integrate the students' educational studies with a wide range of clerical, administrative, professional and/or technical experiences that support the Agency's mission. The summer program will begin as early as May 11, 2009 and end as late as September 30, 2009. This is an exciting opportunity to serve the public and assist the Small Business Administration in stimulating America's economic growth!

Key Requirements:

- You must be at least 16 years of age at the time of appointment.
- You must provide proof of your academic enrollment
- U.S. Citizenship

Major Duties:

The position(s) to be filled involve performing clerical duties for the SBA at various grade levels. Work may include:

GS-01: Incumbent will sort mail or other documents into obvious categories according to specific guides or instructions; perform simple typing work not requiring the services of a qualified typist. Typing, if performed, is limited to such things as typing labels or other brief information on file tabs, index cards, etc.; perform simple tabulating or counting of documents or other items received or dispatched. In conjunction with other clerical duties may also for part of the time perform routine repetitive messenger work by collecting and delivering mail and other papers on a small pre-determined route and in accordance with specific directions or schedule.

GS-02: Incumbent will perform routine clerical work not requiring any specialized training or experience; receive and direct telephone callers and/or visitors to the appropriate office staff members as well as provide routine answers regarding basic agency functions; receive and route incoming mail and documents;

Assemble and prepare packages for special mailings, such as Federal Express, by typing labels, and attaching preprinted address labels for mailing; assist with the preparation and printing of routine correspondence and memorandum in final format, filing and copying of various materials; perform routine automated assistance by transmitting and receiving electronic messages; provide clerical support for group and/or team projects.

GS-03: Incumbent will perform routine clerical work not requiring any specialized training or experience; receive calls and visitors, referring to appropriate staff members, and/or provide general information about the office; assist staff members of the office with carrying out program related activities such as the preparation of correspondence, request for information, survey studies and documents by gathering, reproducing and arranging selected information; assemble information packages and materials to be used by the office staff member and assist staff members with maintaining and updating office files.

GS-04: Incumbent will perform general clerical work not requiring any specialized training or experience. In addition, perform light typing not requiring the services of a qualified typist such as labels for folders or internal mail distribution; receive calls and visitors to the office and refer to appropriate staff members; provide inquirers of the office with a limited amount of information such as identifying staff members; receive and route mail and when necessary follow mail distribution assignments to route specific mailings and mail pickups; reproduce requested copies of memoranda,

correspondence, and various other materials for the staff of the office; assist the office staff in performing a variety of duties such as distribution of supplies, equipment and hand carrying specific letters, memoranda, express mail packages, etc.

GS-05: Incumbent will perform a variety of research assignments, which may entail gathering information when needed for special projects, any kind of long range or short range items; draft routine replies to general public and Congressional correspondence; perform various technical assignments in support of office staff; gather facts for routine reports; extract data from prescribed sources and compile and present results for review by higher level Specialists.

GS-06: Incumbent will develop methods for coordinating and preparing administrative reports and multiple uses of the data; uses computer software to type or revise various letters, memos and forms; receives most assignments in the form of electronic drafts; corrects erroneous use of word processing documents; standardizes headings and subheadings, margins, indentations, use of underling, etc.; corrects grammar, spelling, and punctuation and refers questions regarding content to originator; adjusts spacing of columns and tables for good appearance and clarity; performs other office support duties including acting as timekeeper, scheduling meetings, filing documents, sending and distributing mail, copying and maintaining office supplies and equipment and answering phone calls and routing calls to the appropriate staff.

GS-07: Incumbent will use desktop publishing software to prepare varied news releases, brochures, reports, and publications highlighting the activities of the office; use word processing and graphics software to prepare reports and briefing documents, using spreadsheet software to maintain the unit's fiscal records, using project management software to track the status of a number of projects assigned to the unit; perform complex office automation duties requiring different approaches and methods. This may include using different word processing packages to edit lengthy and complicated technical reports and resolving incompatibility problems in transferring text from one software package to another when menu options or specific software instructions are not available.

#### Qualifications:

##### ELIGIBILITY REQUIREMENTS

To apply for the student temporary employment program, candidates must:

- Be at least 16 years of age at the time of appointment (those under the age of 18 must obtain and submit a work permit);
- Be currently enrolled on at least a half-time basis (determined by the particular school or university) in: an accredited high school, technical, or vocational school or a 2 or 4 year college, university or graduate or professional school;
- Be enrolled in an academic, vocational, or technical program leading to a degree, diploma or certificate

##### QUALIFICATION REQUIREMENTS:

GS-01 positions: No education or experience is required at this grade level;

GS-02 positions: Have completed High school or equivalent or have 3 months of general clerical work experience;

GS-03 positions: Have 1 year of education above high school or 6 months of general clerical work experience;

GS-04 positions: Have completed 2 years of education above high school or 1 year of general clerical work experience;

GS-05/06 positions: Have completed a 4 year course of study leading to a Bachelor's degree, or 3 years progressively responsible work experience;

GS-07 positions: Have 1 year graduate study, or 1 year specialized work experience equivalent to the GS-05/06 grade level.

##### How You Will Be Evaluated:

Employment in the Student Temporary Employment Program (STEP) is a non-competitive appointment. There is no testing, rating or ranking of applicants for this program. Eligibility for appointment is based on applicant meeting the basic qualification requirements for the position.

Benefits: You will earn annual vacation leave (if appointment is longer than 90 days) and sick leave.

##### Other Information:

If you are a male between the ages of 18 and 25, you must be registered with the Selective Service System to be eligible for appointment.

The U.S. Small Business Administration is an Equal Opportunity Employer. Selection will be made solely on the basis of merit, fitness for duty, and job related qualifications without regard to race, gender, religion, color, age, marital status, national origin, non-disqualifying handicapping condition, or any other non-merit factor.

EMPLOYMENT OF RELATIVES: In accordance with 5 CFR Part 310, a student may work in the same agency with a relative when there is no direct reporting relationship and the relative is not in a position to influence, advocate or control the student's appointment, employment, promotion or advancement with the agency.

**How to Apply:**

You must submit your application so that it will be received by the closing date of the announcement.

**Resume**

Optional Form (OF) 306, Declaration for Federal Employment ([http://www.opm.gov/forms/pdf\\_fill/of306.pdf](http://www.opm.gov/forms/pdf_fill/of306.pdf)) A copy of college transcript (if applicable)

**Transcripts**

Proof of enrollment in an academic, vocational, or technical school taking at least a half-time course load

Work permit (students under the age of 18 MUST obtain a work permit)

Your application must be received in our office by April 15, 2010.

Applications may be delivered or sent to: US Small Business Administration, Attention Marilyn Jones, 271 W. 3<sup>rd</sup> Street North, Suite 2500, Wichita, KS 67202

Apply by email to: [Wichita\\_DO@sba.gov](mailto:Wichita_DO@sba.gov)

**What to Expect Next:**

As openings occur, applications will be referred to the appropriate selecting officials. There is no guarantee that there will be openings for all students applying.